



## Admission Policy of Scoil Mhuire National School

### 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Mhuire admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

### General School Information

<b>Name of School:</b>	Scoil Mhuire National School
<b>Address:</b>	Meevane, Schull, Co. Cork, P81Y163
<b>Telephone No:</b>	028 28400
<b>Website Address:</b>	<a href="http://www.schullns.com">www.schullns.com</a>
<b>Chairperson of Board:</b>	Terence Hogan
<b>Principal:</b>	Mairéad Drinan
<b>School Denomination:</b>	Catholic
<b>Patron:</b>	Most Reverend Fintan Gavin – Bishop of Cork and Ross.

### Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school:

- To make decisions on all applications in an open and transparent manner, consistent with the ethos, the mission statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

## Goals

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our ethos and our mission

## Context, Resources, School Organisation & Curriculum

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. It will make every effort to secure those resources – where the resources cannot be secured the school may refuse admission. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time. The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

## **2. Characteristic spirit and general objectives of the school**

Scoil Mhuire is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross. As a Roman Catholic School, Scoil Mhuire National School aims at promoting the full and harmonious development of all pupils cognitively, intellectually, physically, culturally, morally and spiritually, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death, and resurrection of Jesus Christ. While the religious education we provide is in accordance with the doctrines, traditions, and practices of the Catholic Church, we respect and acknowledge the diverse beliefs, religious and ways of life of peoples of all faiths and of no faith.

In accordance with S.15 (2) (b) of the Education Act 1998, the Board of Management of Scoil Mhuire shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and tradition which inform and are characteristic of the objectives and conduct of the school.

Our school ethos is to create a warm, caring, friendly atmosphere where learning and willingness to learn are central. In this school, pupils of all ages and abilities are encouraged to reach their maximum potential in all curricular, spiritual and extra-curricular areas through the work of a committed staff, parents, Board of Management, Parents Association and wider school community.

### **With such an ethos we strive and aim that Scoil Mhuire N.S will...**

- have a warm, caring and friendly atmosphere amongst parents, pupils and staff with communication being pivotal.
- have an ethos of hard work and fair play amongst all partners in the school community.
- be a welcoming place where learning and willingness to learn will be central.
- nurture amongst all those associated with the school a strong sense of pride in the school, its pupils and the wider school community.
- As a Catholic school under the patronage of the Bishop of Cork and Ross carry out Catholic religious instruction and prepare pupils for the sacraments of Communion and Confirmation.
- be innovative, modern and committed to adapting to ever changing educational strategies.
- be fully inclusive and committed to helping every child reach their full potential.
- promote a rich and varied curriculum.
- have an active and committed staff, Board of Management and Parent's Association.
- be a place where everyone will know everybody's name and where all will feel safe and wanted.
- have strong community links to the village of Schull and its surrounds. As a result of such links the school is an integral part of the community and the community is an integral part of the school.
- aesthetically reflect the natural beauty of Schull and its harbour

### **3. Admission Statement**

Scoil Mhuire will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,

- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

#### Application from applicants of a Minority religion.

Scoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000. Scoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

#### Policy Considerations

The Board of Management of Schull National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Scoil Mhuire National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Science class size directives

- Appropriate Supports and Resources are available
- Time of school year

#### 4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Scoil Mhuire is a Roman Catholic School and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

#### 5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school’s annual admission notice:

##### Junior Infant Enrolment Procedure:

For parents/guardians of Junior infants wishing to enrol their children, the school organises an Open Afternoon in early February. This day is advertised locally in shops, public notice boards, Parish Newsletter and local newspaper. Parents will be encouraged to attend with their child to familiarise themselves with the school layout and meet the Principal. Applications for Enrolment are handed out on this day. Parents/Guardians are informed of a closing date for application in early March.

The registration process is initiated on receipt by the school of a completed application form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school. Telephone calls or personal school visits concerning enrolment will be facilitated but are not in themselves enrolment applications.

Date of application, child's date of birth, address and telephone contact number are recorded in the School Record of Applications. Receipt of an application merely confirms that it will be assessed under the criteria outlined and does not confer any further status on that application.

Entry in the School Record of Applications means that an application will be considered throughout the relevant enrolment year and will be evaluated based on the criteria outlined in this policy.

##### Junior Infant Enrolment Criteria

If the number of children applying for enrolment exceeds the number of places available, the following prioritising criteria are used:

Priority	Criterion
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<b>1</b>	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past. If the class is over subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
<b>2</b>	Families whose primary residence is either (a) in the immediate areas of Schull Parish, starting closest to the school and radiating outwards from the school within the Parish or (b) in Schull Parish within a 16 kilometre distance by road from the school. If the class is oversubscribed within the application of this particular criterion, then the furthest from the school under either (a) or (b) will be eliminated first.
<b>3</b>	Children of current teaching staff.
<b>4</b>	Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
<b>5</b>	If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritization proceeds until all places have been allocated.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply: The oldest applicants will be prioritised.

The Board is also bound by the DES regulation which stipulates that any child must be four years old before he/she can be enrolled in a National School. The Board of Management strongly recommends that applicant children are at least four years of age and ideally 5 years of age on or before 1<sup>st</sup> January of the school commencement year.

## **6. What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) A student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) The payment of fees or contributions (howsoever described) to the school,
- (c) A student's academic ability, skills or aptitude
- (d) The occupation, financial status, academic ability, skills or aptitude of a student's parents,

- (e) A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission,
- (f) The date and time on which an application for admission was received by the school.

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **7. Decisions on applications**

All decisions on applications for admission to Scoil Mhuire will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 13 below in relation to applications received outside of the admissions period and section 14 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission.

Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources: where the resources cannot be secured, the school reserves the unfettered right to refuse admission.

It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development.

Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

## **8. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 17 below for further details).

## **9. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Scoil Mhuire, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## **10. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Scoil Mhuire where

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

## **11. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

## **12. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Mhuire were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.



Placement on the waiting list of Scoil Mhuire is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

### **13. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 12.

### **14. Procedures for admission of students to other years and during the school year**

#### **Criteria for Enrolment to SI to 6th Classes**

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6th classes.

Priority	Criterion
1	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.
2	Families whose primary residence is either (a) in the immediate areas of Schull Parish, starting closest to the and radiating outwards from the school within the Parish or (b) in Schull Parish within a 16 kilometre distance by road from the school, or who are in the process of moving to either of these areas.
3	Children of current teaching staff.
4	Children of parents who are past pupils of the school.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

#### **Application for immediate admission in the current school year**

Pupils will be considered for enrolment during the school year if newly resident in the school catchment area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for

National Schools, Education Welfare Act and Scoil Mhuire Admission policy. Prior to accepting a pupil transferring from another school the Board will require information concerning attendance at previous school and current educational progress/ reports.

Decisions relating to enrolment and admission of pupils are always subject to the School Enrolment Policy enacted by the Board of Management. Enrolment of pupils is always subject to the availability of space in the relevant classroom. (The Board has to abide by Department of Education guidelines in regard to class size, staffing, physical space and other regulations enacted from time to time by the DES).

- Application forms are available on request from the school secretary.
- Failure to fully complete forms will result in refusal to admit the applicant
- The behaviour record of a student in their previous school shall be considered
- The attendance record of a student in their previous school shall be considered

#### **15. Declaration in relation to the non-charging of fees**

The board of Scoil Mhuire or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

#### **16. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

##### **Children of other faiths or no faith**

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, will be excused from participation in religious instruction classes following consultation with Principal, parent and class teacher, however they will remain in the classroom and carry out activities that will not interfere with religious instruction lessons. It will not be possible however to provide religious instruction in other faiths.

#### **17. Reviews/appeals**

##### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under

section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

## **18. Roles and responsibilities in developing and implementing this policy:**

### **Roles of Board of Management**

- To ensure that a policy is in place and that it is reviewed
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.

- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
  - a) For the purposes of fostering an appreciation of learning among students attending the school and
  - b) Encouraging regular attendance at the school on the part of all students

### Role of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure that a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code and of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

### Role of Teaching staff

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher

- To keep parents informed through the regular Parent / Teacher Meetings and School Reports, and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

#### Role of Students

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

#### Role of Parents

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

### **19. Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

### **20. Monitoring Procedures**

The implementation of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in December each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to him by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

### **21. Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every three years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy

may request a review at any time and such a request will be dealt with as quickly as possible.  
Next review of this policy will occur before or during the school year 2023/24.

Reviewed and ratified by Board of Management (29/04/2020)

Chairperson Board of Management

*Mr Terence Hogan*

School Principal

*Ms Mairead Drinan*